

# Mundford Parish Council Meeting on Thursday 4<sup>th</sup> December 2025

## at Mundford Cricket Club

**Those present:** Cllrs S Eyres (Chairman), M Locke (Vice-Chair), J Musgrove, G Stubley, A McLean, J Clifford and G Mitchell. County Cllr F Eagle.

**1. Chairman's Opening Remarks:**

The Chairman welcomed everyone to the December meeting.

**2. Apologies for Absence:**

Cllr S Morris

**3. To Accept and Sign the Minutes:**

The signing of the minutes was proposed by Cllr Locke, seconded by Cllr Clifford and approved by 5 Cllrs with a show of hands. The minutes were signed by the Chairman as a true record of the meeting held on Thursday 6<sup>th</sup> November 2025.

**4. To receive Declarations of Interest:**

Cllrs Eyres and Musgrove for item 10.1 Payments and Cllrs McLean and Clifford for item 8.5 Allotment Site

**5. Public Participation:**

None

**6. Planning Applications:**

None this month.

**7. Reports:**

**7.1 County Cllr Fabian Eagle**

Was not at the meeting at this time, he arrived later.

**7.2 District Cllr Scott Hussey**

None

**8. Matters Arising:**

**8.1 Highways, Footpaths and Verges:**

- A resident had approached a Cllr with a request that the Parish Council consider them paying to have a light pole removed from Pig Sty Lane. This was discussed and it was agreed that the pole could be cut to 600mm above the fence line- this would allow for a pole and light to be fitted at a later date if needed. Cllr Musgrove to speak to the resident on behalf of the Parish Council.
- The speed sign in Crown Rd has been put back in place but the post next to it needs straightening up- this to be added to the next agenda.
- The bushes on Swaffham Rd by the bridge have been cut back.
- The location for the possible grit bin at Bracken Rise was discussed, it was agreed that the Clerk would contact Highways to check that they would authorise and then fill a bin if one was placed on the grass verge there.
- We had 9 volunteers for the last litter picking session and 8 sacks were collected, the next session is Wednesday 10<sup>th</sup> December.
- The Clerk took the SAMS2 to Dereham for the fault to be checked – it was a faulty battery and it was replaced with no charge. She is claiming 38 miles for the round trip - £17.10

**County Cllr Eagle arrived at 7.20 pm**

- Posts to prevent vehicles parking on the Thetford Road grass verges were briefly discussed- this to be added to the next agenda
- The SAMS2 vehicle count for the Swaffham Rd was 111,044
- The order for the large dog waste bin has been placed with Broxap. The order was already approved and it was agreed that the payment could be made tomorrow but would appear on the December payments list. £372.00 inc vat
- The Parish Partnership Bid application was submitted, with County Councillor F Eagle contributing the Parish Council's 50% of the works (£3970) The Cllrs thanked him for doing this.

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### County Cllr Fabian Eagle:

Told the Cllrs that the decision had been announced today that Mayoral elections will now not take place until 2028, not next year, however the County Council elections are hopefully still set to go ahead in May next year.

County Cllr Eagle left at 7.42pm

### 8.2 Handyman/Gardener:

- The Clerk has received information from the Norfolk ALC regarding contracts – suggesting that a zero hours contract might be suitable for the variable hours- this to be sent to the Cllrs next week and added to the next agenda for discussion.
- Buying battery powered tools was briefly discussed but it was agreed that Cllr Musgrove would do further research and this to be added to the next agenda.

### 8.3 Traffic Report Update:

- Cllr Stubley once again reminded the council that, according to conventional policing methods, Mundford does not have a speeding issue. As many villages in the county, we are subject to the Norfolk Speeding Management Strategy instigated more than 20 years ago and renewed in 2024. This is mainly responsible for the 40mph speed limit through the village, contrary to national speed regulations suggesting 30mph in areas with street lighting. MPC have for decades tried to change this, but authorities insist on the speed strategy mentioned. There are also unsustainable traffic volumes on the A roads in Mundford that create a motorway scenario during times of higher traffic. The way forward is to identify supporters within local and national government to achieve a future proof solution of the issue. Thankfully, rural areas nationwide have in recent years been coming together to change legislation led by urban needs. Mundford should be on board with them. Cllr Stubley will liaise with MPC over further developments.
- Cllr Stubley told the Councillors that she would be standing down from her role as Parish Councillor on January 1<sup>st</sup> but would continue with the matter as a resident. The Cllrs thanked her for all that she had done regarding this issue and also the hours that she put into the Cranswick planning applications.

### 8.4 War Memorial:

- The Clerk has been in contact with Whitworths and Brown and Ralph regarding the contract needed for use with the contractors. Whitworths have said “The JCT minor works is a good choice of contract for this project but it will need a contract administrator. The contract administration role will involve compiling the contract documents, I would normally then hold a pre-contract meeting at the site to discuss the works and sign the contract. Following this I would undertake site visits, as the works are not likely to take very long it may only require two or three site visits. I would need to inspect the work at practical complete and 6 months later in order to issue payment certificates. 97.5% of the cost of the work is paid to the contractor at practical completion with the final 2.5% kept as a retention usually for 6 months following which a final inspection will be made, any defects in the work evident will be dealt with and the certificate for the final amount will be issued. The visits will be charged in accordance with our fee agreement. We will have to charge an additional amount for compiling contract documents of £195 + VAT. The pre-contract meeting will be charged at a visit fee of £110 per hour.
- It was agreed that the Clerk ask if the site meetings for the works and contract (both being done by Whitworths) could be done at the same time to keep the costs down. Cllr Musgrove proposed that we go ahead with the additional cost for the Contract Administrator, seconded by Cllr Locke and approved by all Cllrs present with a show of hands. The Clerk to contact Whitworths.

### 8.5 Allotment Site:

- We have received a quote from Kevin Chapman to fit 2 locks and replace the threshold on the front door of the Allotment Hut; it was for £195.00 inc vat. Cllr Eyres proposed going ahead with this , seconded by Cllr Musgrove and approved by all Cllrs present with a show of hands.
- Allotment tenant access to the building was discussed and it was decided that as there was little use of the facilities (from the lack of signing in- as requested) and also that the door had been left open, taps left running and lights left on in the past season the keys would be refunded and the opportunity to use the facilities would not be continued from next year. The Clerk to notify the 8 tenants, organise the refunds and amend the Tenancy Agreement.
- A request from a tenant to install a greenhouse on his plot (photo shown to all Cllrs present). It was decided that the structure is too big and the Allotment Tenancy Agreement states “The tenant shall not erect any permanent structures such as sheds, greenhouses or polytunnels”. Cllr Eyres proposed that this is not allowed, seconded by Cllr Locke and approved by 5 Cllrs with a show of hands. The Clerk to notify the tenant.

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### 8.6 Budget and Precept:

- A budget comparison was sent to Cllrs before the meeting. More money to be budgeted for the War Memorial works and streetlight repairs/ replacement. To be added to the figures. The Clerk to complete this and send to the Cllrs and this to be added to the next agenda.
- The figure for the precept was discussed and in line with inflation, Cllr Eyres proposed raising it to £40,000, seconded by Cllr Musgrove and approved by all present with a show of hands.

### 8.7 Christmas Event:

- The Chairman thanked the Cllrs, the Clerk, Ann Shepherd, Bev Evans and Peter Calver for their assistance with the event.
- The payment was made for the trees on November 10<sup>th</sup> as agreed at the November meeting.
- Clayland Land and Country Homes donated £50.00 and CCS Scaffolding donated £250.00 toward the Christmas trees, this makes a total of £380.00
- 3 residents have requested baubles for the trees (5 in total) and £30 was received for these. They were put on the trees on Saturday morning.
- Purchases made this month: 2 Christmas flags and for next year: light extensions, cable ties, trestle table and 6 road cones for next year (see payment sheet)
- Purchases needed: 2 rubbish bins- Cllr Eyres to look into this.
- The hot dogs raised £176.90, the Crown raised £208.85 and the Mundford Fish Bar raised £62.10. The FOMS raised £44.18 on the hot chocolate stall and £330 on their hamper raffle. St Leonards Court were not able to have their stall unfortunately; however, they took several residents out to the event and they enjoyed the experience.
- The Clerk has heard positive feedback from several residents, particularly impressed with the choir.
- The money raised from the baubles and the Mundford Fish Bar stall to be donated to EACH, proposed by Cllr Musgrove, seconded by Cllr McLean and approved by 6 Cllrs with a show of hands
- Cllr Eyres has been recommended a local supplier of Christmas trees- he will look into this.
- It was agreed to ask the choir to attend next year – the date was set for Saturday 28<sup>th</sup> November 2026. The Clerk to contact their musical director.
- It was agreed to discuss what to do with the old lights at the next meeting.
- Cllr Musgrove asked Cllr Locke to thank her husband for providing the metal supports for strengthening the trolley- for transporting the fencing to the Village Green.

### 8.8 Clerk's Appraisal:

- The documents were sent to all Cllrs before the meeting.
- The Clerk left the room while the discussion took place.
- The Cllrs were asked consider the request for a change to three four-hour days. The Clerk would also like to work one hour less per month and then work that hour on the day after the meeting, instead of that being a paid extra hour. This was agreed, the new hours to start in January. The Clerk will work Monday, Wednesday and Thursday. 8.30 am to 12.30pm.
- GDPR training for the Clerk in line with her appraisal comments was also agreed. Proposed by Cllr Eyres, seconded by Cllr Locke and approved by all present with a show of hands. The Clerk thanked the Cllrs.

### 8.9 Streetlighting:

- We have heard this from TT Jones: The faulty light in the Brecklands is a power issue, so UK Power Networks have assessed the light and it appears that during their excavation around the base of the column to access the failed UG joint they determined the column had not been concreted in situ when originally installed. They have halted the works and are requesting additional support "this needs to be arranged with the Parish Council to fix this fault safely." From my experience this statement means they want to arrange to meet on site with our crane mounted LGV to brace the column whilst they then excavate, undertake the repair and reinstate the excavation. We can arrange this with UKPN if you are happy to authorise but there is a cost implication, our crane mounted LGV and operative will cost £65 per hour with a minimum 4hrs. Please advise your instructions and we will liaise with UKPN accordingly."
- Cllr Eyres said that this work appears to have been done, so we will wait to hear from TT Jones on this .

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- The 2 faulty lights on Swaffham Rd were repaired at no cost but TT Jones recommend that as spares are no longer made and their stocks are low, we should consider replacing them with LEDs – a lower cost can be given for multiple replacements. It was agreed that this situation would be monitored and a decision made when needed.
- UK Power Network have informed us that a feeder pillar must be on the public highway, not privately owned land. The cost of a site visit is about £508+VAT and is not advised until this permission is obtained. Next steps to contact Luke at Highways.

### 8.10 Jubilee Bed Refurbishment:

- It was agreed that as the work would not be started yet this would be added to the next agenda.
- Receipt for the concrete gravel boards received from J Goad (see payment sheet).

### 9. Correspondence:

- The office printer (just over 1 year old) has an issue – leaking ink, this needs to go to Anglia Computer Solutions to be assessed. Cllr Musgrove has offered to take it in. It was agreed that this would be done.
- It was discovered that St Leonards Court use the de-fib by the Mundford Fish Bar, this was discussed and the Clerk to email them.
- A £50.00 voucher for The Crown was purchased by Cllr Musgrove; he will be re-imbursed. The Clerk hand delivered this.
- A resident has contacted the office, asking about a Man Shed group in the village (briefly suggested as an option for the Allotment Hut some time ago) he is a carpenter and has equipment that could be used and would be interested in volunteering his time to a project like this. The Clerk has contacted BDC for guidance and there is funding available to assist with this if we were interested in doing so. It was agreed that the building is not suitable for this, the Clerk to contact BDC and tell them this and they will put the man in touch with local groups who he may be able to work with.
- We have been approached by 2 charities, asking for a grant or donation to assist with their provision in Norfolk, they are: Headway Norfolk/ Suffolk (supporting individuals with brain injury and their families) and Brave Futures (specialist support service for children and young people, up to the age of 18 years, who have experienced sexual abuse). It was agreed to look into these charities further for future consideration.
- We have received information from County Cllr Eagle regarding the 2 reported Bird Flu outbreaks in Mundford- this was sent to all Cllrs.
- The Clerk has contacted J Gooch Electricals about the PAT testing – awaiting a response.
- The .gov domain and Cllrs email addresses are almost ready to be used.
- £268.51 is owed to HMRC for the 3<sup>rd</sup> quarter- staff contributions (see payment sheet)

### 10. Finance

#### 10.1 Payments for the November invoices:

- The payments were proposed by Cllr Mitchell, seconded by Cllr Clifford and approved by 5 Cllrs with a show of hands.
- The bank reconciliation was checked and signed by Cllr Mitchell

November				
<b>Direct Debits</b>				
EDF	Office electrics		£	42.76
EDF	Allotment Hut electrics		£	20.17
N-Power	Street lighting		£	362.76
BT	Office phone and broadband		£	49.90
EE	Sim only		£	10.80
Everflow	Office water		£	- In credit
Cloudy IT	Cloud storage		£	12.46
Information Commissioners Office	Data Protection Registration Certificate		£	47.00 Annual fee
		<b>Total</b>	£	545.85

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Other		Payment Type		Petty Cash	
TTSR	Grass cutting	BACS	£ 2,604.61		
Real Christmas Trees Ltd	Christmas trees for Village Green	BACS	£ 594.00		
J Musgrove	Inflatable for Christmas event ,Crown voucher+ lights	BACS	£ 188.87		
Just Lawns	Village Green grass treatment	BACS	£ 54.00		
L Morris	Wages	BACS	£ 936.31		
A Shepherd	CCS September report	BACS	£ 300.00		
J Musgrove	For donation for large poppies	BACS	£ 10.00		
L Morris	Posters printed and gift for christmas event+ mileage	BACS	£ 22.69		
RBL Poppy Appeal	Donation for poppy wreath	Cheque	£ 100.00		
Blooming Gardens	Village Green grass cutting	BACS	£ 266.00		
J Goad	Concrete gravel boards	BACS	£ 109.00		
HMRC	Staff contributions	BACS	£ 268.51		
S Eyres	Cable ties, flags , cones and trestle table	BACS	£ 107.92		
		<b>Total</b>	£ 5,561.91	£ -	
		<b>Total money out</b>	£ 6,107.76		
<b>Money in:</b>					
<b>Community Account</b>					
Integra Veterinary Services	Donation to Christmas trees	Cheque	£ 30.00		
Tony Whiting	Donation to Christmas trees	BACS	£ 50.00		
Mundford Cricket Club	Contribution to tree works	BACS	£ 200.00		
Clayland Estates	Donation to Christmas trees	BACS	£ 50.00		
CCS Scaffolding Ltd	Donation to Christmas trees	BACS	£ 250.00		
T Cutts	Donation for baubles	BACS	£ 10.00		
R Powell	Donation for baubles	Cash		£ 10.00	
J Musgrove	Donation for bauble	Cash		£ 10.00	
				£ 20.00	<b>Total</b>
		<b>Total</b>	£ 610.00		

### Bank Reconciliation at 30/11/2025

Cash in Hand 01/04/2025	39,034.53	
<b>ADD</b>		
Receipts 01/04/2025 - 30/11/2025	47,084.00	
	86,118.53	
<b>SUBTRACT</b>		
Payments 01/04/2025 - 30/11/2025	33,797.07	
<b>A Cash in Hand 30/11/2025</b>	<b>52,321.46</b>	
(per Cash Book)		
Cash in hand per Bank Statements		
Petty Cash 30/11/2025	29.81	
Community Account 30/11/2025	25,471.19	
Savings Account 30/11/2025	26,820.46	
	<b>52,321.46</b>	
Less unrepresented payments		
	52,321.46	
Plus unrepresented receipts		
<b>B Adjusted Bank Balance</b>	<b>52,321.46</b>	

**A = B Checks out OK**

Ringfenced Money: Chillzone £1592.00

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## **11. Members Matters:**

Cllr Musgrove: Repairs of ceramic remembrance poppies and Sleigh

Cllr Stubley: Would the Parish Council receive a brand new (unwanted) metal gate

Cllr Locke: Bus shelters

Cllr Eyres: New Councillor courses, donations – Jan/Feb and Clerk having a bank card for the Community account.

**12. Next Meeting-** The next meeting is at 7.00pm on Thursday 8<sup>th</sup> January 2026 at Mundford Cricket Club.

**The meeting closed at 9.30 pm**

DRAFT